TAB

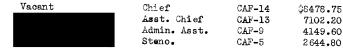
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OFFICE OF THE CHIEF

1. Personnel

(a) The following is the status of personnel in the Office of the Chief, Services Division:

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(b) The Chief, Services Division is responsible for the supervisory functions of the Supply Section, the Transportation Section, the Property Control Section, and the Reproduction Section, and for the establishment of the administrative policies in connection with the operations of these sections. It is believed that the number of positions established to carry out these functions is adequate, and that no additional personnel or positions will be required. However, the position of Chief, Services Division, should be filled as soon as possible.

7 Nov. 1946

8 Nov. 1946

Action Pending

21 Nov. 1946

2. Recommendations

25X1A9a

25X1A9a

(a) It is recommended that Mr. who has been acting in the capacity of Chief, Services Division, since approximately 8 August 1946, be promoted to the position of Chief, Services Division, at the earliest possible date. Mr. where experience of the past five years, which has been almost exclusively in supply and services responsibilities, and his educational qualifications which include an A.B. degree from Georgetown University and an LLB from Georgetown Law School, together with his membership in the New York and District of Columbia Bars, support this recommendation.

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(b) It is recommended that Mr. who is now Chief, Supply Section, Services Division, be promoted to the position of Assistant Chief, Services Division. Mr. has had more than ten years' experience in supply and services activities, and is unusually qualified from the standpoint of practical experience for the position for which he is recommended.